



CENTRAL SANSKRIT UNIVERSITY

V.1

दौरे के लिए यात्रा भत्ता बिल

TRAVELLING ALLOWANCE/ DAILY ALLOWANCE BILL FOR TOUR

PART-A (To be filled up by Public Servant)

Name.....

Samarth Id:.....

Designation & Pay Level.....

Office Address.....

Account Details.....

TRAVELLING ALLOWANCE

TRAVELLING ALLOWANCE									
Particulars of Journey & halts						Kind of Journey Rail/ Road/ Air & Class	No. of Kms.	Actual Fare Paid (₹)	Enclosure No.
Departure			Arrival						
Station	Date	Hrs.	Station	Date	Hrs.				
						Subtotal ₹			

DAILY ALLOWANCE, STAY & Local Conveyance

Stay		Hotel Bill/ Rate Per Day	DA Claim ₹	Local Conveyance	Remarks	Enclosure No.
From	To					
			Subtotal (₹)			
			Grand Total (₹)			
			Less Advance Drawn(₹)			
			Net Claim (₹)			

Note:-

- 1 Certified that I actually travelled by the class for the T. A. claimed in this bill.
- 2 Certified that journey on..... was performed by Entitlement/ non- entitlement class train in the interest of public service.
- 3 Certified that I was actually not merely contrusively in camp on Sundays and holidays for which daily allowance has been claimed.
- 4 Certified that I was not absent on any kind of leave/ casual leave during the period for which daily allowance has been claimed.
- 5 Certified that I incurred running expenses on a car in this journey.
- 6 Air ticket must be booked by Govt. authorised agency.
- 7 Level 8 and below, the amount of claim for stay (up to the ceiling) may be paid without production of vouchers against self- certified claim. The Self- certified claim should clearly indicate the period of stay , name of dwelling etc. If stay is in class 'X' city, the ceiling for employees up to level 8 would be ₹1250 per day, but it will only be in the form of reimbursement upon production of relevent vouchers.
- 8 Levels 11 and below, the claim for local conveyance (up to the ceiling) may be paid without production of vouchers against self- certified Claim only. The self- certified claim should clearly indicate the period of travel, vehicle number etc.
- 9 DA should not be claimed where boarding has been provided by host-

Signature of Claimant

Countersigned

Signature of Controlling officer

Sr. No.	List of Documents Attached
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Part- B (To be filled in the Bill Section)

Total Claim Rs.....

Less Amount of T.A. advance, drawn vide voucher No.

Less Advance taken Rs.....

Dated.....

Net Amount..... Rs.....

Net Amount Payable/ recoverable Rs.....

The expenditure is debitable to

Dealing Asstt.

Section Officer (F)/ A.O.

AD/ DD (Finance)

Finance Officer